BCCPAC Committee Report

Submitted by:	**BCCPAC Listserv Oversight Committee**
Person(s) submitting:	**Stephanie Longstaff**
Date of Event:	**July 8th, 2009**
Location of Event:	**teleconference meeting**

Present: Committee Chair Stephanie Longstaff, Ingrid Trouw, Katherine Wagner (recording secretary for this meeting)
Regrets: Cheryl McCann
References: BCCPAC Policy No. 2580 List Serve Committee (February 2008)
BCCPAC List Serve Guidelines (February 2008)
Tasks: *To create a draft workplan for revising, creating and/or rewriting policy and guidelines and other written materials related to the functioning of the BCCPAC listserv. To generally discuss future direction of the committee and set timelines. To have an initial discussion of resources, time and information required to complete listserv committee functions.*
Task List (by date)
Immediately

1. request the listserv be set to identify person posting each message *(Stephanie)*
2. Find out the history behind the current email "footer". *(Stephanie, Cheryl?)*
3. Current working definition of who qualifies for listserv membership (*Stephanie, Cheryl?*)

Initial input to listserv guidelines by July 24th (*to Katherine for compilation*)
Initial Draft for Committee review by July 31st
Final Draft for Board consideration by August 21st

1. rewrite listserv guidelines
2. draft welcoming letter
3. create listserv FAQ
4. Policy 2580 - suggestions for revision

No specific timeline

1. Rewrite email footer
2. Plan to verify listserv membership annually
3. Explore ideas for expanded use of the listserv as a communication tool etc.

These are excerpts from the notes of the meeting, the complete notes are available.